



**EMPLOYMENT OPPORTUNITY**  
**CITY OF LONG BEACH**  
**DEPARTMENT OF FINANCIAL MANAGEMENT**  
**BUDGET MANAGEMENT BUREAU**

**ADMINISTRATIVE ANALYST III - CONFIDENTIAL**

**THE POSITION**

The Department of Financial Management currently has an opening for an Administrative Analyst III – Confidential in the Budget and Performance Management Bureau. This position offers a unique opportunity to work in the fast-paced and exciting world of the City's budget and development process. Administrative Analysts in the Budget Bureau are an integral part of the design, creation and implementation of the City's annual budget. The individual in this position will work closely with departments throughout the City and with the City's executive management team.

**EXAMPLES OF DUTIES**

- Performs professional administrative, financial, statistical, operational and other management analyses in support of citywide financial activities, functions, programs, goals and objectives;
- Develops and monitors the City's annual budget;
- Serves as a liaison to the assigned departments
- Researches, gathers, synthesizes and benchmarks information from multiple data sources, including written, oral, computerized, financial, contextual, and/or historical information;
- Interprets data or analyses, often of limited or incomplete nature, and draws accurate assumptions or conclusions;
- Performs other duties as required.

**QUALIFICATIONS**

- Excellent oral and written communication skills;
- Outstanding ability to utilize computing technology in the performance of assigned duties;
- Excellent analytical skills;
- Working knowledge of the City's financial (FAMIS, EZFAMIS) and budget preparation (BPREP) systems (preferred but not required);
- Ability to collect, compile and analyze financial, statistical technical data;
- Proficiency with Microsoft Excel, Word and PowerPoint software;
- Ability and willingness to work independently while managing a wide range of projects concurrently under tight deadlines;



**QUALIFICATIONS CONTINUED**

- Ability to effectively work with fellow employees, senior City management, and other City departments, elected officials, outside agencies and the general public;
- Willingness to work overtime as needed; a history of punctuality and good attendance is imperative.

**SALARY**

\$32.013 - \$43.553 per hour

**APPLICATION PROCESS**

Applicants from the Civil Service Eligible List will be asked to prepare a letter of interest and resume that detail their qualifications for the duties of this position. The most qualified candidates will be invited for in-person interview.

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-5486. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.



**CITY OF LONG BEACH**  
**Department of Financial Management**  
**Treasury Bureau**

**Administrative Analyst III (CLASSIFIED)**

**\$27.503 to \$43.553 per hour**

**The Position**

The Treasury Analyst is a highly engaged Treasury professional who will be involved in the management of the City's liquidity, investments, and issuance of public debt. The ideal candidate should have working knowledge of cash and investment management tools, techniques, and operations. In addition, the Treasury Analyst should have a thorough understanding of public finance including the issuance of municipal bond offerings, capital structures, and bond covenants. The Treasury Analyst should also have the ability to review complex financial and legal documentation such as Comprehensive Annual Financial Reports (CAFR) and official statements. The Treasury Analyst should have demonstrated ability to combine the listed experience with financial research and quantitative analytic skills, enabling the analyst to compile, analyze and synthesize data from multiple sources into cohesive professional presentations.

**Example of Duties**

- Monitor covenant, arbitrage, disclosure, City policy, and regulatory compliance.
- Reconcile and maintain Sympro application to monitor and report on the City's debt portfolio.
- Develop and prepare debt portfolio reports, including trust balances, reserve requirements, investment pricing, yield, YTM, YTW, breakeven yield, credit quality, future market trends and developments.
- Compile and maintain financing cash flows and bond events calendar.
- Maintain a statistical database of debt issues, issuance services, and costs.
- Develop and maintain an investor relations web page.
- Compile information and prepare various management and regulatory reports, identifying options and developing recommendations.
- Provide financial support for ad hoc projects as assigned.

**Minimum Requirements:**

- The position is open to candidates who are reachable on the Civil Service Administrative Analyst list or who are current City employees with classified status of Analyst

**The desirable qualifications are:**

- Desired 2 years public sector finance experience
- Fixed income investing public funds
- Familiar with public sector bond covenants
- Continuing disclosure preparation
- Tracking bond proceeds
- CTP, CFA or MBA is a plus

**The ideal candidate will demonstrate:**

- Ability to compile, synthesize, analyze and summarize information, then communicate cohesive conclusions
- Ability to communicate effectively across all levels of the organization, service providers and consultants
- Dynamic work ethic, adaptable, positive, self-motivated team player
- Ability to utilize the analytic capabilities of MS Excel

**Application Process**

Applicants from the Civil Service Eligible List will be asked to prepare a letter of interest and resume that detail their qualifications for the duties of this position. The most qualified candidates will be invited for in-person interview

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